



U. S. Department of Justice

Office of Justice Programs

Office of the Comptroller

Washington, D.C. 20531

To whom it may concern:

Attached is information pertaining to the preparation of an Indirect Cost Allocation Plan.

Before an organization submits the Indirect Cost Allocation Plan, they should:

1. Determine which federal agency is responsible for negotiating indirect cost rates by assessing the direct federal dollars received during the year. The federal agency with the preponderance of federal funding is responsible for negotiating overhead rates.
2. Submit an Indirect Cost Proposal to the federal cognizant agency. After receipt and review of this documentation, a provisional rate will be established.

Six months after the close of the fiscal year, the provisional rate must be finalized and a new provisional rate established. The organization is required to submit an Indirect Cost Allocation Plan based on the prior year's actual experience which will support the final rate request. In support of this data, the organization should submit the appropriate financial report and the indirect cost proposal to:

Office of the Comptroller
Office of Justice Programs
Attention: Vivian Holman
810 7th Street, NW
Washington, DC 20531

Note: If using Fed Ex, the zip code should be 20001

A copy of this audit report should be forwarded to the:

Federal Audit Clearinghouse
Bureau of Census
1201 E. 10th Street
Jeffersonville, IN 47132

Audits of non-profit organizations must be in compliance with Federal auditing and reporting standards set forth in the: (1) Government Auditing Standards, 2003 Revision; and, (2) Office of Management and Budget (OMB) A-133. These two documents can be found at the website links below:

1. <http://www.gao.gov/govaud/ybk01.htm>
2. <http://www.whitehouse.gov/omb/circulars/a133/a133.html>

Governmental agencies wishing to submit an indirect cost should visit the following site <http://www.hhs.gov/grantsnet/state/> for guidance.

Sincerely,

Cynthia J. Schwimer

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Comptroller